

REQUEST FOR PROPOSALS – CITY OF HINCKLEY HOUSING NEEDS ANALYSIS 2026

The City of Hinckley is soliciting proposals from reliable consulting firms to conduct a Housing Needs Analysis Assessment.

Background:

The City of Hinckley is situated between three of Minnesota's largest metropolitan areas:

- Minneapolis/St. Paul to the south,
- Duluth/Superior, WI to the north, and
- St. Cloud to the west.

Many communities within the region are seeking new/increased housing, economic, and community development capacity. Rural communities in the region have limited resources to meet their changing housing needs in the current economy. To facilitate this work, the City has expressed a need for, and interest in, pursuing a housing and community development plan. The first task is the preparation of an updated housing study informed by demographics and the current market conditions.

Purpose:

The City of Hinckley seeks to engage a consultant to prepare a Housing Needs Assessment. The selected consultant will be requested to update the most recently available housing needs analysis report identified as the "City of Hinckley Housing Study" completed in June 2018. The consultant will be provided access to this study by the City.

Scope:

The consultant will be expected to conduct a thorough County and City level examination of demographic and housing market information to determine the existing and potential market demand throughout the City. This analysis at a minimum should include:

1. Demographic Analysis
 - a. Population and Household data including growth trends and projections.
 - b. Employment including job growth projections, industrial/economic expansions, natural resources promoting tourism, wage data, transportation corridors, and regional connectivity or deficiencies.
 - c. Age distribution
 - d. Income
2. Housing Analysis including building permit data, age of housing, housing conditions, and number of units per structure.

3. For Sale Market Analysis including information on housing values, sales data, subdivision data, information deemed relevant to the for-sale housing market.
4. Rental Market Analysis including information on existing rental properties related to rents, vacancies, and amenities. Also include information on pending developments and interview local Realtors on rental housing needs.
5. Senior Market Analysis including information on existing properties related to rents, vacancies, services and amenities, and resident profiles. Also identify information on pending developments.
6. Recommendations should include a review of the findings and identification of market demand based on analysis in the for-sale, rental and senior housing markets and any other housing needs that are identified. (i.e. homeless youth, shelters, etc.)

This information will be shared with decision-makers and funders providing them with a better understanding of the City's current housing market by providing credible data and background information that can be used to support specific housing initiatives, and/or to develop programs that address the City's housing needs. The ideal candidate will use both primary data (gathered through surveys and in-person interviews) and secondary data research.

Detailed recommendations should include:

- Short-term and long-term growth projections;
- Total number of residential units and vacant lots;
- The residential unit mix, sizes, rents and occupancy;
- Housing characteristics, age and conditions;
- Residential sale prices, resale values, and foreclosures;
- Specific housing features or amenities;
- Existing employment opportunities; wages; and growth potential;
- The City's "competitiveness" indicating its economic and housing strengths, weaknesses and needs.

Timeline:

Response to this RFP must be received by the City of Hinckley at the designated address no later than _____, 2026. The City expects to select a consultant no later than _____, 2026. The Housing Needs Analysis shall be completed no later than _____, 202__.

Submittal Requirements:

Respondents should include a Statement of Qualifications which describes their background, skills and previous work experience, including references. Respondents shall also provide one copy of the proposal, along with one example of a completed Housing Study similar in scope to that being proposed in this RFP.

Selection Criteria:

All responses will be evaluated based on total cost of the proposed work, the stated ability to comply with the time line prescribed in this RFP, and the extent to which the proposed Housing Needs Analysis best meets the objectives of the City of Hinckley, in its best judgment, as specified in the Purpose and Background sections of this RFP.

Contingencies:

The City of Hinckley intends to proceed with the proposed Housing Needs Assessment provided the work can be completed within its budget. The City of Hinckley reserves the right to negotiate a revised scope of work with the selected consultant in order to complete the study with available resources. The decision on whether or not to proceed will be made at the sole discretion of the City of Hinckley.

Contact:

The City of Hinckley will serve as the single point of contact for all respondents. Any questions relative to the RFP should be sent via email to Mark Perry or Leah Jackson at planner@cityofhinckley.com or cityadmin@cityofhinckley.com For U.S. Post Office delivery or via Fed/Ex, UPS or similar carrier, mail or deliver your proposal to:

City of Hinckley
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